



BID NO.: IB7810-0/17

**OPENING: 2:00 P.M.
FRIDAY
February 17, 2012**

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

**TITLE:
HIGH SECURITY CUSTOMIZED BANKING SUPPLIES**

THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:

BID DEPOSIT AND PERFORMANCE BOND:.....	N/A
CATALOGUE AND LISTS:.....	N/A
CERTIFICATE OF COMPETENCY:.....	N/A
EQUIPMENT LIST:	N/A
EXPEDITED PROCUREMENT PROGRAM (EPP): ...	N/A
INDEMNIFICATION/INSURANCE:	N/A
PRE-BID CONFERENCE/WALK-THRU:	N/A
SMALL BUSINESS ENTERPRISE MEASURE:	Section 2, Paragraph 2.2
SAMPLES/INFORMATION SHEETS:.....	Section 2, Paragraph 2.9
SECTION 3 – MDHA:.....	N/A
SITE VISIT/AFFIDAVIT:.....	N/A
USER ACCESS PROGRAM:.....	Section 2, Paragraph 2.21
WRITTEN WARRANTY:	N/A
LIVING WAGE:	N/A

**FOR INFORMATION CONTACT:
Ana M. Rioseco, 305-375-3704, ariosec@miamidade.gov**

IMPORTANT NOTICE TO BIDDERS:

- Read this entire document and handle all questions in accordance with Section 1, Paragraph 1.2(D).
- Failure to complete the certification regarding local preference on bid submittal form in section 4 shall render the vendor ineligible for local preference.
- Failure to sign bid submittal form in section 4 will render your bid non-responsive.



INVITATION TO BID

Bid Number: IB7810-0/17

Title: HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Procurement Contracting Officer: Ana M. Rioseco

Bids will be accepted until 2:00 p.m. on February 17, 2012

At the:

**Procurement Management
Vendor Assistance Section
Stephen P. Clark Center
111 NW 1st Street, 13th Floor
Miami, Florida 33128-1983**

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-1530.

Instructions:

- The ISD/PM Vendor Assistance Unit business hours are 8:00am to 5:00pm, Monday through Friday. Additionally, the Unit is closed on holidays observed by the County.
- Each Bid submitted shall have the following information clearly marked on the face of the envelope:
 - The Bidder's name
 - The Bidder's return address
 - The Bid number
 - The Bid opening date
 - The title of the Bid
- All Sealed Informal Bids received time and date stamped by the Internal Services Department, Procurement Management Division (ISD/PM) prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by ISD/PM after the bid submittal deadline will be evaluated by ISD/PM, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.
- Included in the sealed envelope or container submit an original and two copies of the Bid Submittal, the required Affidavits, plus attachments if applicable.
- The Bidder may, at Bidder's option, also provide the Excel file containing the information on the Vendor Pricing document on CD or Diskette. The file to be provided is to be downloaded at [HTTP://SERVICES.MIAMIDADE.GOV/DPM/SOLICITATIONLIST.ASPX](http://services.miamidade.gov/DPM/SOLICITATIONLIST.ASPX).

Failure to comply with the submittal instructions may result in your Bid not being considered for award.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY VENDOR RESPONDING TO THIS SOLICITATION**

SECTION 1 GENERAL TERMS AND CONDITIONS

1.1. DEFINITIONS

Bid – shall refer to any offer(s) submitted in response to this solicitation.

Bidder – shall refer to anyone submitting a Bid in response to this solicitation.

Bid Solicitation – shall mean this solicitation documentation, including any and all addenda.

Bid Submittal Form – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

County – shall refer to Miami-Dade County, Florida

ISD/PM – shall refer to Miami-Dade County's Internal Services Department, Procurement Management Division.

Enrolled Vendor – shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County.

Registered Vendor – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter into business agreements with the County.

The Vendor Registration Package – shall refer to the Business Entity Registration Application.

For additional information about on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128, Phone 305-375-5773. Vendors can enroll online and obtain forms to register by visiting our web site at www.miamidade.gov/ISD/PM

1.2. INSTRUCTIONS TO BIDDERS

A. Bidder Qualification

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a notification list for selected categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County by contacting the Vendor Assistance Unit. The County endeavors to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact the Department of Small Business Development at 111 N.W. 1st Street, 19th Floor, Miami, FL 33128-1900, or telephone at 305-375-3111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

B. Vendor Registration

To be recommended for award the County requires that vendors complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed by vendors and returned to the Internal Services Department, Procurement Management Division (ISD/PM), Vendor Assistance Unit, within fourteen (14) days of notification of the intent to recommend for award. In the event the Vendor Registration Package is not properly completed and returned within the specified time, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the ISD/PM website at www.miamidade.gov or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128.

Bidders are required to affirm that all information submitted with the Vendor Registration Package is current, complete and accurate, at the time they submit a response to a Bid Solicitation, by completing the provided Affirmation of Vendor Affidavit form.

In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. **Miami-Dade County Ownership Disclosure Affidavit**
(Sec. 2-8.1 of the County Code)

2. **Miami-Dade County Employment Disclosure Affidavit**
(County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code)
3. **Miami-Dade County Employment Drug-free Workplace Certification**
(Section 2-8.1.2(b) of the County Code)
4. **Miami-Dade Disability and Nondiscrimination Affidavit**
(Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
5. **Miami-Dade County Debarment Disclosure Affidavit**
(Section 10.38 of the County Code)
6. **Miami-Dade County Vendor Obligation to County Affidavit**
(Section 2-8.1 of the County Code)
7. **Miami-Dade County Code of Business Ethics Affidavit**
(Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code)
8. **Miami-Dade County Family Leave Affidavit**
(Article V of Chapter 11 of the County Code)
9. **Miami-Dade County Living Wage Affidavit**
(Section 2-8.9 of the County Code)
10. **Miami-Dade County Domestic Leave and Reporting Affidavit**
(Article 8, Section 11A-60 11A-67 of the County Code)
11. **Subcontracting Practices**
(Ordinance 97-35)
12. **Subcontractor /Supplier Listing**
(Ordinance 97-104)
13. **Environmentally Acceptable Packaging**
Resolution (R-738-92)
14. **W-9 and 8109 Forms**
The vendor must furnish these forms as required by the Internal Revenue Service.
15. **Social Security Number**
In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that ISD/PM requests the Social Security Number for the following purposes:
 - Identification of individual account records
 - To make payments to individual/vendor for goods and services provided to Miami-Dade County
 - Tax reporting purposes
 - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
16. **Office of the Inspector General**
Pursuant to Section 2-1076 of the County Code.
17. **Small Business Enterprises**
The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
18. **Antitrust Laws**
By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.
- C. **PUBLIC ENTITY CRIMES**
To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

SECTION 1

GENERAL TERMS AND CONDITIONS

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

D. Request for Additional Information

1. Pursuant to Section 2-11.1(t) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email clerkbcc@miamidade.gov.
2. The Internal Services Department, Procurement Management Division may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.
3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

E. Contents of Bid Solicitation and Bidders' Responsibilities

1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
3. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
4. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/ Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

F. Change or Withdrawal of Bids

1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, (as indicated on the cover page) with a letter in writing on the firms letterhead, signed by an

authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

2. Withdrawal of Bid – A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by ISD/PM prior to the Bid opening date may withdraw a bid. A bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

G. Conflicts Within The Bid Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

H. Prompt Payment Terms

1. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.
2. The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the solicitation.

I.3. PREPARATION OF BIDS

- A. The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder's offer.
- B. The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and Initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
- C. An authorized agent of the Bidder's firm must sign the Bid submittal form. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- D. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. An optional electronic submittal shall not be considered a part of the bid if it differs in any respect from the required manual submittal in the original hard copy.

I.4. CANCELLATION OF BID SOLICITATION

Miami-Dade County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

SECTION 1

GENERAL TERMS AND CONDITIONS

1.5. AWARD OF BID SOLICITATION

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e-mail. Bid results will not be given by telephone or facsimile.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I. In accordance with Resolution R-1574-88, the Director of ISD/PM will decide all tie Bids.
- J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
- K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

1.6. CONTRACT EXTENSION

- A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

1.7. WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

1.8. ESTIMATED QUANTITIES

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The

County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

1.9. NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

1.10. LOCAL PREFERENCE

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
 - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2012. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

1.11. CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

1.12. BID PROTEST

A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.

SECTION 1

GENERAL TERMS AND CONDITIONS

1.5. AWARD OF BID SOLICITATION

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e-mail. Bid results will not be given by telephone or facsimile.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I. In accordance with Resolution R-1574-88, the Director of ISD/PM will decide all tie Bids.
- J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
- K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

1.6. CONTRACT EXTENSION

- A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

1.7. WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

1.8. ESTIMATED QUANTITIES

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The

County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

1.9. NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

1.10. LOCAL PREFERENCE

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
 - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2012. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

1.11. CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

1.12. BID PROTEST

A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.

SECTION 1
GENERAL TERMS AND CONDITIONS

1.13. LAWS AND REGULATIONS

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

1.14. LICENSES, PERMITS AND FEES

The awarded bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or an awarded bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by said awarded bidder.

1.15. SUBCONTRACTING

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

1.16. ASSIGNMENT

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

1.17. DELIVERY

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

1.18. RESPONSIBILITY AS EMPLOYER

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

1.19. INDEMNIFICATION

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

1.20. COLLUSION

A contractor recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.055 Fla Stats.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the County: stating either that the contractor is not related to any of the other parties bidding in the

competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-8.1.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- A. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.
- B. Failure to provide a Collusion Affidavit within 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid bond.

1.21. MODIFICATION OF CONTRACT

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

1.22. TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

1.23. TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

1.24. FRAUD AND MISREPRESENTATION

Pursuant to Section 2-8.4.1 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.25. ACCESS TO RECORDS

The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

SECTION 1

GENERAL TERMS AND CONDITIONS

1.26 OFFICE OF THE INSPECTOR GENERAL

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code.

1.27 PRE-AWARD INSPECTION

The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

1.28 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The proposer shall not submit any information in response to this solicitation, which the proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer. In the event that the proposer submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the bid as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposers withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/ Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

1.30. CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT

1.31 LOBBYIST CONTINGENCY FEES

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependant on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.32 COMMISSION AUDITOR – ACCESS TO RECORDS

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

SECTION 2
SPECIAL CONDITIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY

The purpose of this solicitation is to establish a contract for the purchase of customized banking supplies in conjunction with the County's needs.

2.2 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000 (Bid Preference)

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to awards valued up to \$1 million and a 5% percent bid preference shall apply to awards greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Small Business Development (SBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Small Business Development at 305-375-CERT (2378) or access [Miami-Dade County - Small Business Development - Certification Process](#)

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

2.3 PRE-BID CONFERENCE - INTENTIONALLY OMITTED

2.4 TERM OF CONTRACT: FIVE (5) YEARS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year period.

2.5 OPTION TO RENEW - INTENTIONALLY OMITTED

2.6 METHOD OF AWARD: TO A SINGLE LOWEST PRICED VENDOR IN THE AGGREGATE

Award of this contract will be made to the responsive, responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single bidder.

2.7 PRICES SHALL BE FIXED AND FIRM FOR EACH TWELVE (12) MONTH PERIOD WITH ADJUSTMENTS ALLOWED:

The initial contract prices resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. Prior to completion of each twelve (12) month period, the County may consider an adjustment to price based on the latest Consumer Price Index (CPI): Wage Earners and Clerical Workers, Other Goods and Services, in the Miami-Ft. Lauderdale area.

SECTION 2
SPECIAL CONDITIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

It is the awarded bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of next twelve (12) period, the request for adjustment should be submitted 90 days prior to expiration of the then current twelve (12) period. This adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received, the County will assume that the awarded bidder has agreed to the current prices. Any adjustment request received after the commencement of a new twelve (12) month period may not be considered.

The County reserves the right to reject any price adjustments submitted by the awarded bidder.

2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT - INTENTIONALLY OMITTED

2.9 EQUAL PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA

Unless otherwise indicated, the manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement for the level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated on the Bid/Proposal Submission Form.

This specific solicitation requires submission of the following documentation to enable County evaluation of "equal" products:

 X : Product Information Sheets (such as factory specifications, technical specifications, standard manufacturer information sheets, catalogues, and brochures)

Any "equal" product proposed to the County shall be equal in quality and standards of performance to the item specified in the solicitation. Where an "or equal" item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures). All supporting documentation submitted by the bidder must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the bidder shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation.

In such cases, any offer submitted with standard product literature but without the letter explaining compliance may result in the rejection of the offer for not meeting the solicitation specifications.

The County may require a sample of the "equal" items for evaluation, such items are to be provided at no cost to the County, and should be submitted to the County at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

SECTION 2
SPECIAL CONDITIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

All bidders are required to submit with their bid sufficient technical data to verify that its products are equal to the products listed in this solicitation; however, Miami Dade County may, at its sole discretion, allow the bidder to complete or supplement the information sheets during the bid evaluation period. Failure to provide sufficient information to allow the County to evaluate the bidder's products, as specified by the County, may result in the bidder's bid being declared non-responsive. The County shall be sole judge of the bidder's conformance with the specifications and requirements and its decision shall be final. The County reserves the right to verify the information submitted by the bidder and to obtain and evaluate additional information, as it deems necessary to ascertain the bidder's conformance to the requirements.

2.10 LIQUIDATED DAMAGES - INTENTIONALLY OMITTED

2.11 INDEMNIFICATION AND INSURANCE - INTENTIONALLY OMITTED

2.12 BID GUARANTY - INTENTIONALLY OMITTED

2.13 PERFORMANCE BOND - INTENTIONALLY OMITTED

2.14 CERTIFICATIONS - INTENTIONALLY OMITTED

2.15 METHOD OF PAYMENT: PERIODIC INVOICES FOR COMPLETED PURCHASES

The awarded bidder shall submit an invoice to the County user department after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the awarded bidder. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

SECTION 2
SPECIAL CONDITIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

VI. Failure to Comply:

Failure to submit invoices in the prescribed manner will delay payment.

2.16 SHIPPING TERMS: F.O.B. DESTINATION

All bidders shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative at:

2.16.1 For Line items 1 – 16:

Miami Dade Transit
6601 NW 72 Ave
Miami, FL 33166

2.16.2 For Line items 17 - 18:

Miami-Dade County Public Works
Causeways Division
2601 Brickell Avenue
Miami, FL 33129

2.17 DELIVERY SHALL BE THIRTY (30) DAYS AFTER DATE OF ORDER

The awarded bidder shall make deliveries within thirty (30) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the awarded bidder; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the awarded bidder. In these cases, the awarded bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

SECTION 2
SPECIAL CONDITIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Should the awarded bidder to whom the contract is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the order on a default basis after any back order period that has been specified in this contract has lapsed. If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent bidder with any re-procurement costs. If the awarded bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Awarded bidder shall require presentation of this written authorization. The awarded bidder shall maintain a copy of the authorization. If the awarded bidder is in doubt about any aspect of material pick-up, awarded bidder shall contact the appropriate user department to confirm the authorization.

2.18 BACK ORDERS SHALL REQUIRE WRITTEN AUTHORIZATION

The County shall not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the awarded bidder is required to deliver all items to the County within the time specified in this solicitation and resultant contract; and no grace period on account of back order situations shall be honored, unless written authorization is issued by the user department, and a new delivery date is mutually established. In the event that the awarded bidder fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another vendor, and charge the incumbent bidder for any re-procurement costs. If the awarded bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.19 WARRANTY REQUIREMENTS - INTENTIONALLY OMITTED

2.20 CONTACT PERSONS

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Ana M. Rioseco, at (305) 375-3704 e-mail address: ariosec@miamidade.gov

2.21 COUNTY USER ACCESS PROGRAM (UAP) FEE

USER ACCESS FEE

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

SECTION 2
SPECIAL CONDITIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

JOINT PURCHASE

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful vendor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami-Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

VENDOR COMPLIANCE

If a vendor fails to comply with this section, that vendor may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

2.22 LOCAL CERTIFIED SERVICE - DISABLED VETERAN'S BUSINESS PREFERENCE

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE is a firm that is a) a local business pursuant to Section 2.8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

2.23 ACCEPTANCE OF PRODUCT BY THE COUNTY

The products to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If the provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at awarded bidder's expense, to the awarded bidder.

SECTION 2
SPECIAL CONDITIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

At the County's own option, the awarded bidder shall either provide a direct replacement for the item, or provide a full credit for the returned item. The awarded bidder shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

2.24 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

It is hereby agreed and understood that any County department or agency may avail itself of this contract.

2.25 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS

The awarded bidder hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the awarded bidder are found to be defective or do not conform to specifications: (1) the materials may be returned at the awarded bidder's expense and the contract cancelled or (2) the County may require the awarded bidder to replace the materials at the awarded bidder's expense.

2.26 PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING DELIVERY

The awarded bidder shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to the County's authorized representative during delivery. The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

2.27 SAMPLES MAY BE REQUIRED DURING EVALUATION

After the County opens the Bid Proposals, the bidders may be required to submit a sample for the goods to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the bidder's proposal for that item(s); provided however, that in the event of a group or aggregate award, the bidder's proposal will not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

The County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods to be provided by the bidder during the contract period shall conform to the sample submitted. The bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

SECTION 2
SPECIAL CONDITIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

2.28 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded bidder to obtain a price quote for the similar items. The County reserves the right to award these similar items to the awarded bidder.

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

3.1 SCOPE:

These specifications define the requirements for High Security and Imprinted Banking Supplies to be used by Miami Dade Transit's (MDT) Treasury Services Section and Miami Dade Public Works Causeways Division.

3.2 DESCRIPTION OF PRODUCTS

3.2.1 CURRENCY BANDS FOR MDT:

1. Currency Bands
Size: 7-3/4"L x 1-1/4"W
Type: \$ 1.00 Bills
Stock Color: White
Print: **Brown** Ink (See Sample)
Line 1 – MDT
Line 2 - Treasury
Line 3 - Services
2. Currency Bands
Size: 7-3/4"L x 1-1/4"W
Type: \$ 5.00 Bills
Stock Color: White
Print: **Red** Ink (See Sample)
Line 1 – MDT
Line 2 - Treasury
Line 3 - Services
3. Currency Bands
Size: 7-3/4"L x 1-1/4"W
Type: \$ 10.00 Bills
Stock Color: White
Print: **Purple** Ink (See Sample)
Line 1 – MDT
Line 2 - Treasury
Line 3 - Services
4. Currency Bands
Size: 7-3/4"L x 1-1/4"W
Type: \$ 20.00 Bills
Stock Color: White
Print: **Orange** Ink (See Sample)
Line 1 – MDT
Line 2 - Treasury
Line 3 – Services

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 1– Currency Bands \$1 Bills



Item 2- Currency Bands \$5 Bills



Item 3- Currency Bands \$10 Bills



Item 4- Currency Bands \$20 Bills



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

3.2.2 HEAVY DUTY MULTI-PURPOSE SECURITY SEALS FOR MDT:

5. Heavy Duty Multi-Purpose Security Seal – American Casting Manufacturing Model #PS 360 NT or Equivalent
Color: **Red**
Adjustable: Pull-Up Strap
Breaking Strength: 145 LB.
Built-in Tag Holder
Numbering: Consecutive (Up to 6 Digitals) Starting with 10,001
Printing: White Ink
Line 1 – Miami-Dade
Line 2 – Transit
Line 3 – Number

6. Heavy Duty Multi-Purpose Security Seal – American Casting Manufacturing Model #PS 360 NT or Equivalent
Color: **Blue**
Adjustable: Pull-Up Strap
Breaking Strength: 145 LB.
Built-in Tag Holder
Numbering: Consecutive (Up to 6 Digitals) Starting with 20,001
Printing: White Ink
Line 1 – Miami-Dade
Line 2 – Transit
Line 3 – Number

7. Heavy Duty Multi-Purpose Security Seal – American Casting Manufacturing Model #PS 360 NT or Equivalent
Color: **Black**
Adjustable: Pull-Up Strap
Breaking Strength: 145 LB.
Built-in Tag Holder
Numbering: Consecutive (Up to 6 Digitals) Starting with 30,001
Printing: White Ink
Line 1 – Miami-Dade
Line 2 – Transit
Line 3 – Number

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

8. Heavy Duty Multi-Purpose Security Seal – American Casting Manufacturing Model #PS 360 NT or Equivalent
Color: **Green**
Adjustable: Pull-Up Strap
Breaking Strength: 145 LB.
Built-in Tag Holder
Numbering: Consecutive (Up to 6 Digitals) Starting with 40,001
Printing: White Ink
Line 1 – Miami-Dade
Line 2 – Transit
Line 3 – Number

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Items 5 – 8, Heavy Duty Multi-Purpose Security Seals



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

3.2.3 SECURITY CONTAINERS AND ENVELOPES FOR MDT

9. Large Specialized Security Envelopes

Uni-flex Tamper-Evidence (Or Equivalent) Deposit Bags

Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive

Thickness: .004 Mils

Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" which are recessed an additional 1/8" from Outside Edge of Bag and a Natural/Folded Bottom

Seal Closure: Tamper-Evident Seal and must be resistant to extreme Hot and Cold Temperatures.

Size: 15"W x 20"L

Style: Opaque Triflex Poly

Bag Color: **White**

Text Color: **Red**

Numbering: Consecutive (Up to 6 Digits) starting with 10,001 Preceded by the Letter "B" Printed on the Top Right Corner of the Front Side of Bag

Printing on Front Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **MDT: Bus Island**

Line 3 – Description _____

Line 4 – Location _____

Line 5 – Date _____

Line 6 – Said to Contain _____

Line 7 – Prepared and Sealed By _____

Line 8 – Delivered to _____

Line 9 _____

Line 10 – If Found call (305) 375-3818

Line 11 – Caution: Check Messenger's ID.

Printing on Back Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **Bus Island**

Line 3 – Miami-Dade Transit

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 9 – Large Specialized Security Envelopes, MDT: Bus Island (front)

The diagram shows a security envelope with a black border. At the top left is the Miami-Dade County logo, which consists of the words "MIAMI-DADE" and "COUNTY" stacked vertically in white text on a black background, next to a large black stylized "D". To the right of the logo is a vertical dimension line labeled "12\"". Below the logo is a large rectangular form area with a black border. Inside this area, the text "MDT: BUS ISLAND" is printed in large, bold, black letters. Below this, there are several lines of text with horizontal lines for input: "DESCRIPTION", "LOCATION", "DATE", "TIME", "SAID TO CONTAIN", "PREPARED AND SEALED BY", and "DELIVERED TO". At the bottom left of the form area, there is a box containing the text "CAUTION: CHECK MESSENGER'S I.D.". At the bottom right, there is a box containing the text "IF FOUND CALL (305) 375-3818". A horizontal dimension line at the bottom of the form area is labeled "9\"".

**MIAMI-DADE
COUNTY**

MDT: BUS ISLAND

DESCRIPTION _____

LOCATION _____

DATE _____ TIME _____

SAID TO CONTAIN _____

PREPARED AND SEALED BY _____

DELIVERED TO _____

CAUTION: CHECK
MESSENGER'S I.D.

IF FOUND CALL
(305) 375-3818

12"

9"

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 9 – Large Specialized Security Envelopes, MDT: Bus Island (back)



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

10. Large Specialized Security Envelopes
Uniflex Tamper-Evidence (Or Equivalent) Deposit Bags
Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive
Thickness: .004 Mils
Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" which are recessed an additional 1/8" from Outside Edge of Bag and a Natural/Folded Bottom
Seal Closure: Tamper-Evident Seal and must be resistant to extreme Hot and Cold Temperatures.
Size: 15"W x 20"L
Style: Opaque Triflex Poly
Bag Color: **White**
Text Color: **Grey**
Numbering: Consecutive (Up to 6 Digits) starting with 20,001 Preceded by the Letter "F" Printed on the Top Right Corner of the Front Side of Bag

Printing on Front Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **MDT: Fare Media**

Line 3 – Description _____

Line 4 – Location _____

Line 5 – Date _____ Time _____

Line 6 – Said to Contain _____

Line 7 – Prepared and Sealed By _____

Line 8 – Delivered to _____

Line 9 _____

Line 10 – If Found call (305) 375-3818

Line 11 – Caution: Check Messenger's ID.

Printing on Back Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **Fare Media**

Line 3 – Miami-Dade Transit

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 10 – Large Specialized Security Envelopes, MDT: Fare Media (front)

The diagram shows a security envelope with a large Miami-Dade County logo at the top. The logo consists of the words "MIAMI-DADE" and "COUNTY" in a bold, sans-serif font, with a large, stylized "D" shape to the right. Below the logo is a rectangular area with a thick black border. Inside this area, the text "MDT: FARE MEDIA" is prominently displayed at the top. Below this, there are several fields for information: "DESCRIPTION", "LOCATION", "DATE", "TIME", "SAID TO CONTAIN", "PREPARED AND SEALED BY", and "DELIVERED TO". Each field is followed by a horizontal line for writing. At the bottom of the envelope, there are two boxes: one on the left that says "CAUTION: CHECK MESSENGER'S I.D." and one on the right that says "IF FOUND CALL (305) 375-3818". Dimensions are indicated on the right and bottom: a vertical line on the right side is labeled "12\"", and a horizontal line at the bottom is labeled "9\"".

**MIAMI-DADE
COUNTY**

MDT: FARE MEDIA

DESCRIPTION _____

LOCATION _____

DATE _____ TIME _____

SAID TO CONTAIN _____

PREPARED AND SEALED BY _____

DELIVERED TO _____

CAUTION: CHECK MESSENGER'S I.D.

IF FOUND CALL
(305) 375-3818

12"

9"

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 10 – Large Specialized Security Envelopes, MDT: Fare Media (back)



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

11. Large Specialized Security Envelopes
 Uniflex Tamper-Evidence (Or Equivalent) Deposit Bags
 Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive
 Thickness: .004 Mils
 Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" which are recessed an additional 1/8" from Outside Edge of Bag and a Natural/Folded Bottom
 Seal Closure: Tamper-Evident Seal and must be resistant to extreme Hot and Cold Temperatures.
 Size: 15"W x 20"L
 Style: Clear Triflex Poly
 Bag Color: **Clear with White Background where Text is printed**
 Text Color: **Orange**
 Numbering: Consecutive (Up to 6 Digits) starting with 20,001 Preceded by the Letter "A" Printed on the Top Right Corner of the Front Side of Bag

Printing on Front Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo
 Line 2 – **MDT: Lost and Found**
 Line 3 – Description _____
 Line 4 – Location _____
 Line 5 – Date _____ Time _____
 Line 6 – Said to Contain _____
 Line 7 – Prepared and Sealed By _____
 Line 8 – Delivered to _____
 Line 9 _____
 Line 10 – If Found call (305) 375-3818
 Line 11 – Caution: Check Messenger's ID.

Printing on Back Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo
 Line 2 – **Lost and Found**
 Line 3 – Miami-Dade Transit

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 11 – Large Specialized Security Envelopes, MDT: Lost and Found (front)

MIAMI-DADE COUNTY

MDT: LOST & FOUND

DESCRIPTION _____

LOCATION _____

DATE _____ TIME _____

SAID TO CONTAIN _____

PREPARED AND SEALED BY _____

DELIVERED TO _____

CAUTION: CHECK MESSENGER'S I.D.

IF FOUND CALL (305) 375-3818

9"

12"

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 11 – Large Specialized Security Envelopes, MDT: Lost and Found (back)



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

12. Large Specialized Security Envelopes
 Uniflex Tamper-Evidence (Or Equivalent) Deposit Bags
 Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive
 Thickness: .004 Mils
 Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" which are recessed an additional 1/8" from Outside Edge of Bag and a Natural/Folded Bottom
 Seal Closure: Tamper-Evident Seal and must be resistant to extreme Hot and Cold Temperatures.
 Size: 15"W x 20"L
 Style: Opaque Triflex Poly
 Bag Color: **White**
 Text Color: **Green**
 Numbering: Consecutive (Up to 6 Digits) starting with 30,001 Preceded by the Letter "C" Printed on the Top Right Corner of the Front Side of Bag

Printing on Front Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **MDT:**

Line 3 – Description _____

Line 4 – Location _____

Line 5 – Date _____ Time _____

Line 6 – Said to Contain _____

Line 7 – Prepared and Sealed By _____

Line 8 – Delivered to _____

Line 9 _____

Line 10 – If Found call (305) 375-3818

Line 11 – Caution: Check Messenger's ID.

Printing on Back Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 –

Line 3 – Miami-Dade Transit

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 12 – Large Specialized Security Envelopes, MDT: _____ (front)

The diagram shows a security envelope with a large 'MIAMI-DADE COUNTY' logo on the top left. The logo consists of the words 'MIAMI-DADE' and 'COUNTY' in white, bold, sans-serif font, stacked vertically, with a large black 'D' shape to the right. To the right of the logo is a vertical dimension line labeled '12"'. Below the logo is a rectangular area with a thick black border. Inside this area, the text 'MDT: _____' is at the top. Below it are several fields: 'DESCRIPTION _____', 'LOCATION _____', 'DATE _____ TIME _____', 'SAID TO CONTAIN _____', 'PREPARED AND SEALED BY _____', and 'DELIVERED TO _____'. At the bottom of this area, there are two boxes: 'CAUTION: CHECK MESSENGER'S I.D.' on the left and 'IF FOUND CALL (305) 375-3818' on the right. A horizontal dimension line at the bottom of the entire envelope is labeled '9"'. The entire envelope is shown with a vertical dimension line on the right side labeled '12"'. The logo and the envelope are shown in a perspective view.

**MIAMI-DADE
COUNTY**

MDT: _____

DESCRIPTION _____

LOCATION _____

DATE _____ **TIME** _____

SAID TO CONTAIN _____

PREPARED AND SEALED BY _____

DELIVERED TO _____

**CAUTION: CHECK
MESSENGER'S I.D.**

**IF FOUND CALL
(305) 375-3818**

9"

12"

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 12 – Large Specialized Security Envelopes, MDT: _____ (back)



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

13. Small Specialized Security Envelopes
 Uniflex Tamper-Evidence (Or Equivalent) Deposit Bags
 Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive
 Thickness: .003 Mils
 Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" which are recessed an additional 1/8" from Outside Edge of Bag and a Natural/Folded Bottom
 Seal Closure: Tamper-Evident Seal and must be resistant to extreme Hot and Cold Temperatures.
 Size: 9"W x 15"L
 Style: Opaque Triflex Poly
 Bag Color: **White**
 Text Color: **Grey**
 Numbering: Consecutive (Up to 6 Digits) starting with 40,001 Preceded by the Letter "F" Printed on the Top Right Corner of the Front Side of Bag

Printing on Front Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **MDT: Fare Media**

Line 3 – Description _____

Line 4 – Location _____

Line 5 – Date _____ Time _____

Line 6 – Said to Contain _____

Line 7 – Prepared and Sealed By _____

Line 8 – Delivered to _____

Line 9 _____

Line 10 – If Found call (305) 375-3818

Line 11 – Caution: Check Messenger's ID.

Printing on Back Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **Fare Media**

Line 3 – Miami-Dade Transit

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 13 – Small Specialized Security Envelopes, MDT: Fare Media (front)



MDT: FARE MEDIA

DESCRIPTION _____

LOCATION _____

DATE _____ **TIME** _____

SAID TO CONTAIN _____

PREPARED AND SEALED BY _____

DELIVERED TO _____

**CAUTION: CHECK
MESSENGER'S I.D.**

**IF FOUND CALL
(305) 375-3818**

7" 8"

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 13 – Small Specialized Security Envelopes, MDT: Fare Media (back)



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

14. Small Specialized Security Envelopes
Uniflex Tamper-Evidence (Or Equivalent) Deposit Bags
Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive
Thickness: .003 Mils
Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" which are recessed an additional 1/8" from Outside Edge of Bag and a Natural/Folded Bottom
Seal Closure: Tamper-Evident Seal and must be resistant to extreme Hot and Cold Temperatures.
Size: 9"W x 15"L
Style: Opaque Triflex Poly
Bag Color: **White**
Text Color: **Green**
Numbering: Consecutive (Up to 6 Digits) starting with 50,001 Preceded by the Letter "F" Printed on the Top Right Corner of the Front Side of Bag

Printing on Front Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **MDT:** _____

Line 3 – Description _____

Line 4 – Location _____

Line 5 – Date _____ Time _____

Line 6 – Said to Contain _____

Line 7 – Prepared and Sealed By _____

Line 8 – Delivered to _____

Line 9 _____

Line 10 – If Found call (305) 375-3818

Line 11 – Caution: Check Messenger's ID.

Printing on Back Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **Name:** _____

Line 3 – Miami-Dade Transit

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 14 – Small Specialized Security Envelopes, MDT: _____ (front)



MDT: _____	
DESCRIPTION _____	
LOCATION _____	
DATE _____	TIME _____
SAID TO CONTAIN _____	
PREPARED AND SEALED BY _____	
DELIVERED TO _____	

CAUTION: CHECK MESSENGER'S I.D.	IF FOUND CALL (305) 375-3818

7" 8"

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 14 – Small Specialized Security Envelopes, MDT: _____ (back)



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

15. Large Specialized Security Envelopes

Uniflex Tamper-Evidence (Or Equivalent) Deposit Bags

Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive

Thickness: .0045 Mils

Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" wide which are recessed an additional 1/8" from Outside Edge of Bag with a Tamper-Evidence Imprinted Border and Natural/Folded Bottom

Seal Closure: Tamper-Evident with Hidden Graphics void seal and must be Resistant to extreme Hot and Cold Temperature.

Size: 19"W x 20"L plus a 2" LIP

Style: Clear Triflex Poly

Bag Color: **Clear with White Background where Text is Printed.**

Text Color: **Black**

Numbering: Consecutive (Up to 6 Digits) starting with 60,001 on the top Right Corner of the Front Side of Bag

Printing on Front Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

Line 2 – **Miami-Dade Transit**

Line 3 – Date: _____

Line 4 – Acct. # 2696206696688

Line 5 – Bag _____ of _____

Line 6 – \$1 _____

Line 7 \$2 _____

Line 8 \$5 _____

Line 9 \$10 _____

Line 10 \$20.00 _____

Line 11 \$50.00 _____

Line 12 \$100.00 _____

Line 13 – Checks \$ _____

Line 14 – Coins \$ _____

Line 15 – Bag Total \$ _____

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 15 – Large Specialized Security Envelopes, Currency Deposit

The diagram shows a security envelope with the Miami-Dade County logo and 'MIAMI-DADE TRANSIT' text. The envelope has a thick black border. Inside, there are fields for 'DATE:', 'ACCT #' (with value 2696206696688), 'BAG' (with a line), and 'OF' (with a line). Below these are currency deposit lines for \$1, \$2, \$5, \$10, \$20, \$50, and \$100. There are also lines for 'CHECKS \$', 'COINS \$', and 'BAG TOTAL \$'. Dimension lines indicate the envelope is 8 inches wide and 9 inches high.

MIAMI-DADE COUNTY

MIAMI-DADE TRANSIT

DATE: _____

ACCT # **2696206696688**

BAG _____ OF _____

\$1 _____

\$2 _____

\$5 _____

\$10 _____

\$20 _____

\$50 _____

\$100 _____

CHECKS \$ _____

COINS \$ _____

BAG TOTAL \$ _____

8"

9"

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

16. Large Specialized Security Envelopes
 Uniflex Tamper-Evidence (Or Equivalent) Deposit Bags
 Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive
 Thickness: .0045 Mils
 Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" wide which are recessed an additional 1/8" from Outside Edge of Bag with a Tamper-Evidence Imprinted Border and Natural/Folded Bottom
 Seal Closure: Tamper-Evident with Hidden Graphics void seal and must be Resistant to extreme Hot and Cold Temperature.
 Size: 15"W x 18"L plus a 2" LIP w/Handle
 Style: Clear Triflex Poly
 Bag Color: **Clear with White Background where Text is Printed**
 Text Color: **Black**
 Numbering: Consecutive (Up to 6 Digits) starting with 70,001 on the top Right Corner of the Front Side of Bag

Printing on Front Side (See Attached Art Work)

Line 1 – Miami-Dade County Logo

Line 2 – **Miami-Dade Transit**

Line 3 – Date: _____

Line 4 – Acct. # _____

Line 5 - Quarters ____ x 4,000 = \$1,000

Line 6 – Dimes ____ x 10,000 = \$1,000

Line 7 – Nickels ____ x 4,000 = \$ 200

Line 8 – Pennies ____ x 5,000 = \$ 50

Line 9 – Other ____ x ____ = _____

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 16 – Large Specialized Security Envelopes, Coin Deposit

MIAMI-DADE
COUNTY

MIAMI-DADE TRANSIT

DATE: _____				
ACCT #		2696206696688		
<input type="checkbox"/> QUARTERS	X	4,000	=	\$1,000.00
<input type="checkbox"/> DIMITES	X	10,000	=	\$1,000.00
<input type="checkbox"/> NICKELS	X	4,000	=	\$200.00
<input type="checkbox"/> PENNIES	X	5,000	=	\$50.00
<input type="checkbox"/> OTHER	X	_____	=	_____

8"

9"

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

3.2.4 SECURITY ENVELOPE AND SEAL FOR PUBLIC WORKS

17. Small Specialized Security Envelopes

Uniflex Tamper-Evidence (Or Equivalent) Deposit Bags

Material: Blend of Linear Low Density Resins with Strength and Puncture Resistant Additive

Thickness: .003 Mils

Construction: The Sides of Each Bag will have Heat Seals of at Least 1/8" which are recessed an additional 1/8" from Outside Edge of Bag and a Natural/Folded Bottom

Seal Closure: Tamper-Evident Seal and must be resistant to extreme Hot and Cold Temperatures.

Size: 9"W x 15"L

Style: Opaque Triflex Poly

Bag Color: **White**

Text Color: **Black**

Numbering: Consecutive - Up to 6 Digits. Preceded by the Letter "G"
Printed on the Right Corner of the Back Side of Bag

Printing on Front Side (See Attached Art Work)

Line 1 – DEPT: Public Works Dept – Causeways Division

Line 2 – LOCATION: Rickenbacker / Venetian

Line 3 – DATE: _____

Line 4 – PREPARED AND SEALED BY: _____
(SIGN ON THE LINE ABOVE)

Line 5 – TO: _____

Line 6 – AT: _____

Line 7 – SAID TO CONTAIN \$ _____

Line 8 – IF FOUND – CALL (305) 854-3970 _____

Line 9 - CAUTION: CHECK MESSENGER'S ID _____

Printing on Back Side (See Attached Art Work):

Line 1 – Miami-Dade County Logo

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 17- Small Security Envelopes (front)

DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN

FROM: MIAMI-DADE COUNTY

DEPT: Public Works Dept. - Causeways Division

LOCATION: Rickenbacker/ Venetian

DATE: _____

PREPARED AND SEALED BY: _____
(SIGN ON LINE ABOVE)

TO: _____

AT: _____

SAID TO CONTAIN \$ _____

IF FOUND - CALL
(305) 375-5134

CAUTION: CHECK MESSENGERS I.D.

DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN - DO NOT CUT HERE TO OPEN

TO REMOVE CONTENTS - CUT ALONG BOTTOM DOTTED LINE

DO NOT OPEN HERE TO OPEN - DO NOT OPEN HERE TO OPEN - DO NOT OPEN HERE TO OPEN - DO NOT OPEN HERE TO OPEN

TO USE:
1) In BALL POINT PEN, IN A DEPOSIT INFORMATION BELOW.
2) Indicate BAG NUMBER on DEPOSIT TICKET.
3) Lay bag on flat surface (flat side up) Load DEPOSIT CONTENTS into bag. DO NOT OVERFILL.
4) Remove NUMBERED TEAR-OFF STRIP at perforation. RETAIN with your records as your RECEIPT.
5) Remove PLASTIC LINER from adhesive area.
6) Make sure that BAG OPENING is FLAT AND NOT CRUMPLED.
7) FOLD ADHESIVE FLAP DOWN TO DOTTED LINE AND PRESS CLOSED. BAG is now SEALED.

DO NOT OPEN HERE TO OPEN - DO NOT OPEN HERE TO OPEN - DO NOT OPEN HERE TO OPEN - DO NOT OPEN HERE TO OPEN

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 17– Small Security Envelopes (back)



SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

18. Heavy Duty Multi-Purpose Security Seal

American Casting Manufacturing

Model #PS 360 NT or Equivalent

Color: **Blue**

Adjustable: Pull-Up Strap

Breaking Strength: 145 LB

Built-in Tag Holder

Numbering: Consecutive - Up to 6 Digits

Printing: White Ink

Line 1 – MIAMI-DADE

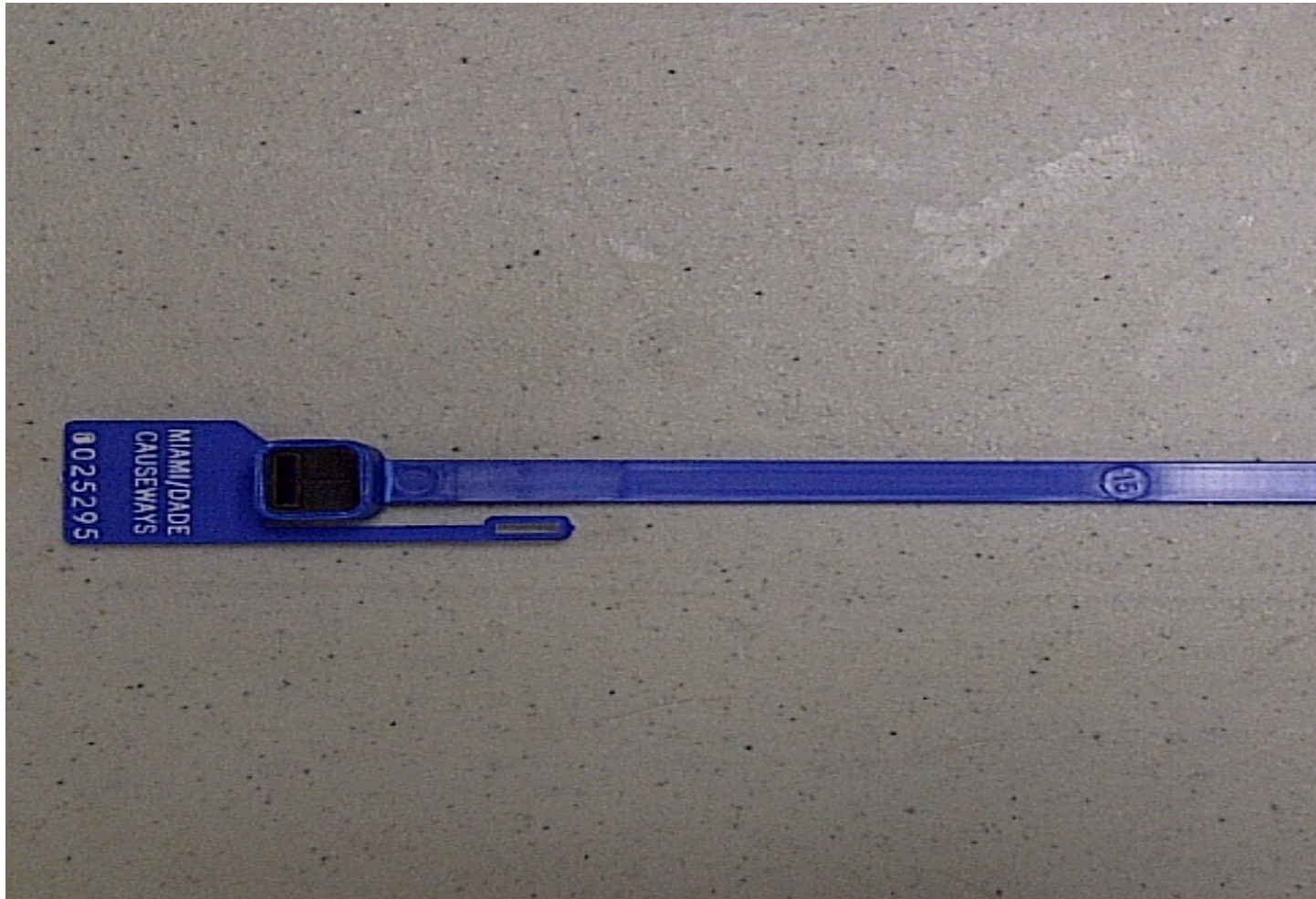
Line 2 – CAUSEWAYS

Line 3 – Numbers

SECTION 3
TECHNICAL SPECIFICATIONS

HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

Item 18– Heavy duty Multi-Purpose Security Seal



SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
Procurement Management
Vendor Assistance Section
Stephen P. Clark Center
111 NW 1st Street, 13th Floor
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
FRIDAY
February 17, 2012



PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES, DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued
by: **Ana**
Rioseco

ISD/PM

Date Issued:
02/02/2012

This Bid Submittal Consists of
Pages **41** through **45 plus**
Affidavits

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:
HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

A Bid Deposit in the amount of **N/A** of the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 615-27	
Procurement Contracting Officer I Ana M. Rioseco	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

SECTION 4
BID SUBMITTAL FOR:
HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

FIRM NAME: _____

**FURNISH AND DELIVER IN ACCORDANCE WITH THE SOLICITATION'S TERMS,
CONDITIONS, AND SPECIFICATIONS:**

CURRENCY BANDS FOR MDT					
Item	Estimated Quantities		Description	Brand Name & Model No. Offered	Total Price: (Quantity x Unit Price)
1	25,000	Per	Currency Bands - \$1.00 Bills		\$ - \$ -
2	1,250	Per	Currency Bands - \$5.00 Bills		\$ - \$ -
3	250	Per	Currency Bands - \$10.00 Bills		\$ - \$ -
4	250	Per	Currency Bands - \$20.00 Bills		\$ - \$ -
HEAVY DUTY MULTI-PURPOSE SECURITY SEALS FOR MDT					
Item	Estimated Quantities		Description	Brand Name & Model No. Offered	Total Price: (Quantity x Unit Price)
5	5,000	Each	Heavy Duty Multi-Purpose Security Seal Color: RED Brand: American Casting Manufacturing Model #PS 360 NT or Equivalent		\$ - \$ -
6	5,000	Each	Heavy Duty Multi-Purpose Security Seal Color: BLUE Brand: American Casting Manufacturing Model #PS 360 NT or Equivalent		\$ - \$ -
7	5,000	Each	Heavy Duty Multi-Purpose Security Seal Color: BLACK Brand: American Casting Manufacturing Model #PS 360 NT or Equivalent		\$ - \$ -
8	5,000	Each	Heavy Duty Multi-Purpose Security Seal Color: GREEN Brand: American Casting Manufacturing Model #PS 360 NT or Equivalent		\$ - \$ -

NOTE: In case of extension errors, unit price will prevail.

SECTION 4
BID SUBMITTAL FOR:
HIGH SECURITY CUSTOMIZED BANKING SUPPLIES

FIRM NAME: _____

**FURNISH AND DELIVER IN ACCORDANCE WITH THE SOLICITATION'S TERMS,
CONDITIONS, AND SPECIFICATIONS:**

SECURITY CONTAINERS AND ENVELOPES FOR MDT					
Item	Estimated Quantities		Description	Brand Name & Model No. Offered	Total Price: (Quantity x Unit Price)
9	10,000	Each	Large Specialized Security Envelopes Uni-flex Tamper-Evidence Deposit Bags or Equivalent MDT: Bus Island (White/Red Text)		\$ - \$ -
10	10,000	Each	Large Specialized Security Envelopes Uni-flex Tamper-Evidence Deposit Bags or Equivalent MDT: Fare Media (White/Grey Text)		\$ - \$ -
11	15,000	Each	Large Specialized Security Envelopes Uni-flex Tamper-Evidence Deposit Bags or Equivalent MDT: Lost and Found (Clear/Orange Text)		\$ - \$ -
12	10,000	Each	Large Specialized Security Envelopes Uni-flex Tamper-Evidence Deposit Bags or Equivalent MDT: _____ (White/Green Text)		\$ - \$ -
13	10,000	Each	Small Specialized Security Envelopes Uni-flex Tamper-Evidence Deposit Bags or Equivalent MDT: Fare Media (White/Grey Text)		\$ - \$ -
14	10,000	Each	Small Specialized Security Envelopes Uni-flex Tamper-Evidence Deposit Bags or Equivalent MDT: _____ (White/Green Text)		\$ - \$ -
15	25,000	Each	Large Specialized Security Envelopes - Currency Deposit Uni-flex Tamper-Evidence Deposit Bags or Equivalent		\$ - \$ -
16	25,000	Each	Large Specialized Security Envelopes - Coin Deposit Uni-flex Tamper-Evidence Deposit Bags or Equivalent Miami Dade Transit (Clear/Black Text)		\$ - \$ -
SECURITY ENVELOPE AND SEAL FOR PUBLIC WORKS					
Item	Estimated Quantities		Description	Brand Name & Model No. Offered	Total Price: (Quantity x Unit Price)
17	110,000	Each	Small Specialized Security Envelope Uni-flex Tamper Evidence or Equivalent Public Works Dept. - Causeways Division (White/Black Text)		\$ - \$ -
18	25,000	Each	Heavy Duty Multi-Purpose Security Seal Color: BLUE Brand: American Casting Manufacturing Model #PS 360 NT or Equivalent Miami Dade Causeways		\$ - \$ -
GRAND TOTAL (Line items 1 to 18) →					\$ -

NOTE: In case of extension errors, unit price will prevail.

**SECTION 4
BID SUBMITTAL FOR:
HIGH SECURITY CUSTOMIZED BANKING SUPPLIES**

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN
CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____

**Bid Title: HIGH SECURITY CUSTOMIZED BANKING SUPPLIES**

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____/____-____/____/____/____/____

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS INFORMAL BIDS



Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ Federal Employer
Identification Number (FEIN): _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1.	Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6.	Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2.	Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7.	Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3.	Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) f the County Code	8.	Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4.	Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9.	Miami-Dade County Living Wage Section 2-8.9 of the County Code
5.	Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10.	Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm		Date
Address of Firm	State	Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____, 20____.

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

Signature of Notary Public

Serial Number

 Print or Stamp of Notary Public Expiration Date Notary Public Seal

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature

Date _____

SUBCONTRACTOR/SUPPLIER LISTING
(Ordinance 97-104)

Firm Name of Prime Contractor/Respondent: _____

Bid No.: _____ **Title:** _____

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 **MUST** be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County.

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, **MUST** be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner)	
			Gender	Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner)	
			Gender	Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate

Prime Contractor/Respondent's Signature

Print Name
(Duplicate if additional space is needed)

Print Title

Date

FORM 100